CAPPS HR/Payroll — User Group Meeting Minutes
Tuesday, June 25, 2019
9–11 a.m.
Travis Building, Room 1-100

I.   Welcome (Andrea Smith)

- User group meeting materials will be posted on FMX.
  - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- The current biennium for the user group voting members ends on Aug. 31. The Governance team begins work on the next election cycle in July.
- A fiscal year-end (FYE) presentation will be shown at the July user group meeting.

II.   Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
  - The *CAPPS HR/Payroll Summary and Trend Report 06/25/19* document was reviewed.
    - In May, there were 671 active SRs with 118 in high priority status.
    - As shown in the Trend chart, there were 426 SRs opened and 488 closed in May.
    - There is currently a hard code freeze in place so there are less tickets, which is typical for this time of year.

- **Governance Approved Enhancements**
  - The *CAPPS HR/Payroll Governance Approved SRs 06/25/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 3023 is a Time and Labor module update to request the superuser's *Comp Balances by Employee* report. The SR is now in *Acceptance Testing* and is in conjunction with SR 2497.
      - SR 2497 is a Performance Management module, which is also in *Acceptance Testing*.
    - SR 5005 is now in *Acceptance Testing*. This SR will query out comments during the evaluation process.
    - SR 7974 is a Performance Manager module update to give managers the ability to cancel and/or delete performance documents and give the ability to recover deleted documents. This SR is now in *Rework* status.
    - SR 10847 (Part B) is a Performance Management module update to provide agencies the ability to designate a security role for more efficient response times. This SR is now in *Rework* status.

- **Required Maintenance**
  - The *CAPPS HR/Payroll Required Maintenance 06/25/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 11543 adds a report of the other state employee source details. This SR is now in *Completed* status.
    - SR 11084 is a Time and Labor module update for running a new *Compensatory Leave Balance* report. This SR is now in *Acceptance Testing*. This SR is also tied in with SR 3023, which is listed in Governance Approved SRs above.
    - SR 11259 is a Time and Labor module update to allow superusers administrative time. This SR is now in *Acceptance Testing*.

III. **Upcoming Vote: SRs Submitted to Governance (Andrea Smith)**
  - The *CAPPS SRs Submitted to Governance 06/25/19* document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
    - SR 12642 is a Recruit module update to allow the *Job Submission* tab to display while selecting the candidate name.

IV. **Project Update: HR/Payroll Fiscal 2019 Deployment (Rusty Charlton)**
  - The *CAPPS Fiscal 2019 HR Payroll Agency Deployment Project Dashboard 06/25/19* document was reviewed.
  - The project is green and on track.
  - The implementation date is July 15, 2019.
  - Key items in the next 30 days:
    - Complete the user acceptance test, regression test, training development, and deployment preparations.
    - CAPPS is at 100% for *Analysis*, *Configuration*, *Design*, *Build* and *Conversion*.
    - The cutover plan is in progress and the cutover readiness checklist is in progress. Both dress rehearsals have been completed.

V. **Security Update: Confidential Treatment of Information Acknowledgment (CTIA) (Dave Gray)**
  - The *CTIA Policy Change 06/11/19* presentation was provided.
  - Key Points:
    - Fiscal Policies & Procedures (FPP) document K.015 was updated on May 28 and is posted with the latest details and information on FMX.
    - The *Confidential Treatment of Information Acknowledgment (CTIA)* form is now available (effective July 8) in an electronic version on the CAPPS "I Agree" page.
      - Agencies may choose to use either the existing paper form or the electronic version for new hires.
      - Retention policies have not changed and existing paper copies of the form must be maintained per the policy.
      - The CTIA electronic form permanently replaced the current "I Agree" page and users will see the new electronic version each time they log into CAPPS.
      - The electronic version of the form is not considered completed until the users have selected "I Agree" and completed their login into the CAPPS system. Once the user has successfully logged into CAPPS, their acknowledgment will be time-stamped within the CAPPS System.

- For agencies that wish to use the electronic form going forward, the electronic version can be used to cover all Comptroller systems (not just CAPPS) but users must complete the acknowledgment within the CAPPS system prior to accessing any other Comptroller system.
- A report is being developed to allow agencies to pull the electronic CTIA acknowledgment and timestamp for their users. This allows for compliance with the retention policy.
- Your agency's security coordinator is to ensure the agency's policy complies with FPP K.015.

VI. Security Update: Automated Workflow Engine (AWE) (Daryn Burleigh)

- The Automated Workflow Engine (AWE) only applies to agencies using the *Manager Self Service Full*, not *Lite*.
- Effective July 8, agencies will no longer have access to submit or review transactions submitted in the previous manner, therefore agencies should close out any transactions in progress. After July 8, agencies will be using the new functionality.
- Agencies interested in AWE for the future please note that the process from start to production takes about 2 months. Within those 2 months agencies will have the ability to conduct User Acceptance Testing (UAT). UAT is part of the 2 month process and agencies should plan accordingly.

VII. Upcoming Meeting

- Tuesday, July 23, in the Travis building, Room 1-100
- The July user group will have a deep dive discussion on training on the FYE processing.